



Job Title: Executive Director
Location: 1700 Austin Rd, Owatonna, MN 55060

Organization Overview

The Steele County Historical Society is a dynamic organization serving our audiences through public programs, research, exhibits, stewardship, and through our consistent visibility. We strive to be a credible educational resource, a welcoming gathering place, an active partner, and a forward-looking institution. The mission of the Steele County Historical Society is to preserve and share history today for tomorrow.

Position Summary

The Executive Director oversees the operations and development of the Steele County Historical Society and takes appropriate steps to fulfill the mission and vision of the Society. The Executive Director provides leadership and has overall operational responsibility for strategic planning, outreach, and fund development. The Executive Director has day-to-day responsibility for administration, staff management, budget, and communications.

Primary Responsibilities

- Lead the Society in a manner that supports and guides its mission and vision.
- Recruit, train, and supervise staff.
- Actively promote and represent the Society throughout Steele County and the state of Minnesota, serving as the Society's primary representative and spokesperson for public, professional, and social occasions.
- Develop opportunities to increase the Society's membership. Promote the Society's programs, events, educational opportunities, exhibits, and outreach efforts to grow the organization and enhance its impact.
- Develop the annual budget for approval by the Board and manage finances within the approved budget to ensure maximum resource utilization and maintenance of the Society's assets.
- Diversify and increase revenue streams to secure resources necessary to support the annual operations and long-term goals of the Society. Seek additional opportunities for financial support through fund-raising campaigns, grants, and sponsorships, working in concert with appropriate staff.
- Oversee multiple locations and buildings including the History Center, Village of Yesteryear campus, Orphanage Museum, Cottage 11, and the Children's Cemetery.
- Communicate effectively with the Board, providing timely and accurate information to support their proper functioning and informed decision making.

Position Requirements

- Bachelor's degree in Nonprofit Management, Business Administration, History, or equivalent degree program.
- Experience in leading and evaluating organization operations, staffing, and communications; experience in a nonprofit setting preferred.
- Demonstrated success in fundraising, donor stewardship, and grant writing is strongly preferred.
- Strong motivational leadership skills, communication skills, and organizational skills, including strategic planning and task facilitation.
- Hands-on budget management skills, including budget preparation, analysis, and reporting.

- Proficient in the use of Microsoft Office including Word, Excel, and Outlook.
- Experience with InDesign and Past Perfect preferred.
- Core hours are Monday through Friday, with a flexible work schedule as needed cover programs and events held during evening and weekend hours.

This is a full-time, exempt position with a starting salary range of \$50,000-\$60,000. Benefits include paid holidays, vacation time, and sick/safe leave. Health and retirement plan benefits are not included.

To Apply

Please send a cover letter, your resume, and a list of three work-related references to SCHSBoard@steelehistorymuseum.org. The application deadline is February 18, 2023.

The Steele County Historical Society is an Equal Employment Opportunity employer.